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ABSTRACT

This book highlights the importance of good financial and cost management in libraries and information centers to make best use of available resources, and illustrates how to maintain user services. The book applies current research and theory of financial management techniques to situations faced in libraries and information services. Eight chapters include: (1) "Context"; (2) "Resource Management: Strategies and Techniques"; (3) "Financial Management"; (4) "Information Needs and Requirements"; (5) "Methods of Cost Measurement"; (6) "Implementation of Cost Measurement"; (7) "Developments in Managerial Economics"; and (8) "Applying Principles to Practice." Six appendices are included: "Specimen Information File Contents"; "The Description of Library Systems"; "An Industrial Accounts Classification"; "Summary Task Description Listing"; "Data Recording Forms"; and "A Library Management Information System." Considerable quantitative tables and charts are interspersed. Further readings are provided at the end of each chapter. Includes glossary and index. (Contains 181 references.) (JAK)

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